



## Notice of Vacancy

IPR# 42108

DATE: August 2, 2017

**TITLE:** Executive Secretary I, Opt 2 (Upward Mobility Title)  
**OFFICE:** Region 2/District 3/Bureau of Operations  
**CONTRACT:** AFSCME – RC014

**\* INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

**BRIEF DESCRIPTION OF DUTIES:** Under direction of the Bureau Chief of Operations, independently performs secretarial duties functioning within the framework of organizational policies. Performs a variety of complex clerical and technical functions for bureau staff.

**TRAINING & EXPERIENCE:** Option 2 requires ability to type accurately at 55 wpm. Requires two years secretarial/business college and one year secretarial experience or three years secretarial experience. Requires ability to perform duties with a minimum of supervision; extensive knowledge of office procedures and district operations; ability to deal with public, outside agencies and staff in courteous and effective manner; flexibility and good judgment in managing workload and confidentiality due to highly sensitive issues and information. Ensures compliance with departmental safety rules.

**UNIT:** Operations  
**LOCATION:** 700 East Norris Dr., Ottawa, IL  
**SHIFT:** 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday  
**PAY GRADE:** RC014-11  
**SALARY RANGE:** \$3,240 - \$4,592  
**CONTACT PERSON:** Denise Hamilton, Bureau of Personnel Management, 217/782-5594

**SUBMIT BID TO:** Illinois Department of Transportation, Bureau of Personnel Management,  
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764  
Fax: 217/557-3134 or Email to: DOT.CO.BPM.EmploymentApplications@illinois.gov

**BIDS MUST BE RECEIVED BY: 4:30 p.m. on Thursday, August 17, 2017**

**POSTED FROM:** August 4, 2017 **TO:** August 17, 2017

**\*Agency-to-Agency Transfer:** In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

**\*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.**

*Dianna Taylor*